## Printing PreK/Kinder Checklists - FIX

1. Double click the Help Desk icon on you the desktop of your computer.

   The Lamar CISD Technology Help Desk portal will open.

2. Click on “User Console Library” menu option on the left.

3. In the User Console Library area of the page, click on “Kinder Checklists Print Fix”.

   The page will refresh to the Install page for the Kinder Checklists Print Fix.
4. In the Software Library Info and Download page that opens, click the “Install Now” button.

   The install will take a minute or two.

5. Once the print fix install is complete, a DELL KACE window will open in the bottom right corner of your screen notifying you that the install is complete. Click the OK button and close your Internet Explorer Window.

6. Click on the Internet Explorer icon on your computer to reopen the application.

   **DO NOT MOVE FORWARD IF YOU DID NOT CLOSE INTERNET EXPLORER COMPLETELY AND REOPENED THE APPLICATION!**
7. In the address bar, go to the iCafe webpage and navigate to the Skyward Teacher Resources page > Click on Gradebook > Gradebook Posting – Elem

8. Scroll down to the Printing Pre-K & Kinder Checklists menu option and click on that option.

9. Click on the hyperlink inside the Printing Pre-K & Kinder Checklists resource to take you to the checklist print page.

10. After you have selected your class and the checklists load, click on the Actions button in the top left corner of the screen.
11. From the “Actions” menu, click “Print”.

12. When the print dialogue box opens, select the appropriate printer and click OK.